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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

Dear

This is to inform you that the actual processing of your application for employment with this Agency has been initiated for a position at Grade , salary per annum, as

Your appointment is contingent upon a number of factors including character and reference investigations, review of qualifications, and other processing procedures which often require as long as ninety days to complete. Unless you are notified to the contrary during this period, you may assume that this processing is being accomplished as rapidly as possible. Upon completion of the clearance process we will communicate with you immediately and make a firm offer of employment.

Members of this Agency are entitled to the regular United States Government leave and retirement benefits, and salaries conform to the rates prescribed by the Congress for United States Government agencies.

During this processing period we would appreciate your advising us of any changes in your present status such as change in address, employment, marital status, et cetera. If during processing you find that you cannot accept a position with us, please advise us immediately.

If there are any questions concerning your application for employment with us, please do not hesitate to get in touch with us. We also wish to thank you for your cooperation and patience during this processing period. We hope that this information will be helpful in planning your interim activities.

Very truly yours,

Chief, Personnel Division